



## Employee Handbook Acknowledgement

I acknowledge that I have been instructed on how to access the Intranet at [http://inside\\_rrc.state.tx.us/](http://inside_rrc.state.tx.us/) to review the Railroad Commission of Texas Employee Handbook ("Handbook") which can be found here [http://inside\\_rrc.state.tx.us/policiesprocedures/employeehandbook/index.html](http://inside_rrc.state.tx.us/policiesprocedures/employeehandbook/index.html). I understand that it is my responsibility to read the Handbook and become familiar with its contents.

The Handbook in no way constitutes an express or implied contract of employment. The Handbook is intended solely for informational or reference purposes. Its contents are subject to change or deletion, at any time, at the sole discretion of the Commission, without prior notice. The Handbook does not provide a property right in a Railroad Commission job; all Railroad Commission employees hold positions at the pleasure of the Railroad Commission of Texas. Since there is no employment contract, employment may similarly be terminated by the employee.

Print Name: Travis L. Wootton

Signature:

Date: 4/5/2018

(Note: This form will be filed in the Commission personnel file of the employee.)

# Transmission Report

Date/Time 07-03-2015 09:51:46 a.m. Transmit Header Text  
Local ID 1 5124630351 Local Name 1 Railroad Commission of Texas - HR

This document : Confirmed  
(reduced sample and details below)  
Document size : 8.5"x11"

FROM (MON) JUN 29 2015 20:57/ST.20:57/No.7600000388 P 1

## Westwind Apartments

1710 Sam Bass Blvd.  
Denton, Tx. 76205  
(940)382-1535 ph  
(940)566-5271 fax  
Westwind@westwindapts.net

To: Rental w/ Railroad Commission of Texas/HK  
From: Debbie Royal  
Date: 6/30/15  
Pages sent: 3  
Comments: Thank you!  
Debbie Royal

Thank you!

Total Pages Scanned : 3

Total Pages Confirmed : 3

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
001	739	919405665271	09:50:42 a.m. 07-03-2015	00:00:30	3/3	1	EC	HS	CP16800

### Abbreviations:

HS: Host send

HR: Host receive

WS: Waiting send

PL: Polled local

PR: Polled remote

MS: Mailbox save

MP: Mailbox print

RP: Report

FF: Fax Forward

CP: Completed

FA: Fail

TU: Terminated by user

TS: Terminated by system

G3: Group 3

EC: Error Correct

# Transmission Report

Date/Time 07-03-2015 09:02:27 a.m. Transmit Header Text  
Local ID 1 5124630351 Local Name 1 Railroad Commission of Texas - HR

This document : Failed  
(reduced sample and details below)  
Document size : 8.5"x11"

FROM

(MON) JUN 29 2015 20:57/ST. 20:57/No. 7600000368 P 1

## Westwind Apartments

1710 Sam Bass Blvd.  
Denton, Tx. 76205  
(940)382-1535 ph  
(940)566-5271 fax  
Westwind@westwindapts.net

From: Total w/ Railroad Commission of Texas/HR  
To: \_\_\_\_\_  
Fax #: (512) 463-0351  
From: Debbie Royal  
Date: 6/30/15  
Pages sent: 3  
Comments: Thank you!  
Debbie Royal  
\_\_\_\_\_  
\_\_\_\_\_

Thank you!

Total Pages Scanned : 2

Total Pages Confirmed : 0

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
001	737	919405665271	09:01:18 a.m. 07-03-2015	00:00:00	0/2	1	--	HS	FA

### Abbreviations:

HS: Host send

PL: Polled local

MP: Mailbox print

CP: Completed

TS: Terminated by system

HR: Host receive

PR: Polled remote

RP: Report

FA: Fail

G3: Group 3

WS: Waiting send

MS: Mailbox save

FF: Fax Forward

TU: Terminated by user

EC: Error Correct

FROM

(MON) JUN 29 2015 20:57/No. 7500000368 P 1

## Westwind Apartments

1710 Sam Bass Blvd.

Denton, Tx. 76205

(940)382-1535 ph

(940)566-5271 fax

Westwind@westwindapts.net

From:

To:

Kafal w/ Railroad Commission of Texas/HK

Fax #: (512) 463-0351

To:

From:

Debbie Boyal

Date: 6/30/15

Pages sent: 3

Comments: Thank you!  
Debbie Boyal

**Thank you!**

## **EMPLOYMENT VERIFICATION**

**Current**

**Previous**

Date: 6/30/15

Name of Employee: Travis Wooten

Employer Name: Railroad Commission of Texas

Employer Fax: (512) 463-0351

Employee's Position: Manager II

Full Time: ✓ Yes        No

Part Time:        Yes        No

Hire Date: 12/01/1990 End Date:       

Monthly (Gross) Income: \$6,899.28

Information provided by: RAFAEL ARREDONDO / Rafael

Title: HR. Specialist II

Thank you in advance for a timely reply to this request,

Debbie Boyd

Requested by: Debbie Boyd / Manager

Westwind Apartment Homes  
1710 Sam Bass Blvd.  
Denton, TX. 76205  
(940)382-1535  
fax (940)566-5271

FROM

(MON) JUN 29 2015 2 7/ST. 20:57/No. 7500000368 P 3

Authorizations verification of your information by consumer reports, rental history reports, and other means. You acknowledge that our privacy policy is available to you.

5. Signature. A facsimile or electronic signature on this Guaranty will be binding as an original signature. You do not need to sign or be named in the Lease, only this Guaranty.

**FOR OFFICE USE ONLY:**

Signatures of all Guarantors were verified by owner's representative.  
Verification was by  phone OR  face-to-face meeting.

Date or dates of verification:

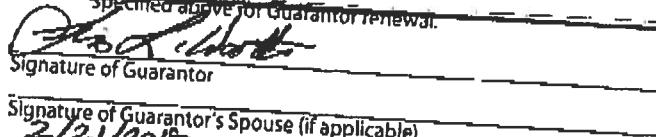
Telephone numbers called:

Guarantor or Guarantors contacted:

Owner's representative who talked to Guarantor or Guarantors:

Specified above for Guarantor review.

  
Signature of Guarantor

  
Signature of Guarantor's Spouse (if applicable)

2/21/2015  
Date of Signing Guaranty

After signing, please return the signed original of this Guaranty to  
**Westwind Apartments**

at (street address or P.O. Box) **1710 SAM BASS BLVD.**

**DENTON, TEXAS 76205**

or fax it to us at ( **940** ) **566-5271**

Our telephone number is ( **940** ) **382-1535**

You are entitled to a copy of this Lease Guaranty  
when it is fully signed. Keep it in a safe place.

TAA Official Statewide Form 15-U, Revised January 2015  
Copyright 2015, Texas Apartment Association, Inc. 

RAILROAD COMMISSION OF TEXAS

APR 24 2009  
PERSONNEL DIVISION

STATE OFFICE of RISK MANAGEMENT



certifies that

Travis Wootton

has successfully completed the

**Driving Safety Course**  
SCRM

J. Headley

Instructor

015824

Jonathan D. Bow  
Executive Director



# The Railroad Commission of Texas

This Certifies That

***TRAVIS L. WOOTTON***

has successfully completed the course entitled

***GROUPWISE FOR WINDOWS***

given on this *7th* day of *February, 1995.*



Bob Kmetz  
Director of Automatic Data Processing



# The Railroad Commission of Texas

This Certifies That

***TRAVIS L. WOOTTON***

has successfully completed the course entitled

***Intro to WP Presentations***

given on this ***29th*** day of ***June, 1994.***



*Bob Kmetz*  
Director of Automatic Data Processing

*The Railroad Commission of Texas*

PRESENTED TO

*Janet Wootton*

IN APPRECIATION OF  
OUTSTANDING SERVICE  
DURING THE YEAR  
**1991**

*Lis M. Nease*  
Commissioner

*Ken Gammie*  
Chairman

*Bob Ferguson*  
Commissioner

*The Railroad Commission of Texas*

PRESENTED TO

*Travis Wootton*

IN APPRECIATION OF  
OUTSTANDING SERVICE  
DURING THE YEAR  
1993

*Mary Lynn Nichols*  
*Chairwoman*  
*Railroad Commission*

Commissioner

*Jim Nease*  
*Commissioner*

Commissioner

*Henry C. Hevesi*  
*Commissioner*

Commissioner



RAILROAD COMMISSION OF TEXAS

P.O. BOX 12967  
AUSTIN, TEXAS 78711-2967  
512/463-7144  
FAX 512/472-2261  
1-800 -RRC - MARY

MARY SCOTT NABERS  
COMMISSIONER

February 15, 1994

Travis Wootton  
Railroad Commission of Texas  
SMRD  
9-171  
Austin, TX 78701

Dear Travis,

Outstanding service is sometimes all too rare in today's world, and individuals who are committed to extraordinary effort are extremely unique. Thanks for being such a remarkable leader at the Texas Railroad Commission.

You set the standard of excellence, and government in Texas is better because of the efforts of people like you.

Sincerely,

Mary Scott Nabers  
Commissioner





# The Railroad Commission of Texas

This Certifies That

***TRAVIS L. WOOTTON***

has successfully completed the course entitled

***INTRO TO QUATTRO PRO FOR DOS***

given on this *16th* day of *February, 1994*.

  
Bob Knutson  
Director of Automatic Data Processing



# The Railroad Commission of Texas

This Certifies That

***TRAVIS L. WOOTTON***

has successfully completed the course entitled

***INTRO TO QUATTRO PRO FOR DOS***

given on this *16th day of February, 1994.*

  
Bob Kuyk  
Director of Automatic Data Processing

# United States Department Of The Interior



## OFFICE OF SURFACE MINING RECLAMATION AND ENFORCEMENT

*This is to certify that*

TRAVIS L. WOOTTON

*has successfully completed the course*

ENGINEERING PRINCIPLES FOR PROGRAM PERSONNEL

*Given at* STEAMBOAT SPRINGS, COLORADO *Date* JUNE 8 - 11, 1993

*W. Howard Johnson*  
ACTING DIRECTOR

TEXAS ENGINEERING EXTENSION SERVICE  
THE TEXAS A&M UNIVERSITY SYSTEM

Technology Resource Center

This is to certify that

**Travis L. Wootton**

has satisfactorily completed

**Advanced Surveyor Technician Short Course**

August 13, 1993

*Mark Chaney*  
Course Director

*J.K. Beaman*  
Director, Texas Engineering Extension Service  
Associate Vice Chancellor for Engineering



# The Railroad Commission of Texas

This Certifies That

***TRAVIS L. WOOTTON***

has successfully completed the course entitled

***Introduction to RBase***

given on this 25th day of May , 1993 .



A handwritten signature in black ink, appearing to read "Bob Hines".

Director of Automatic Data Processing

TEXAS ENGINEERING EXTENSION SERVICE  
THE TEXAS A&M UNIVERSITY SYSTEM

Technology Resource Center

This is to certify that

*TRAVIS L. WOOTTON*

has satisfactorily completed

Basic Technicians Short Course

January 29, 1993

---

L.D. Miller  
Course Director

---

J.K. Bennett  
Director, Texas Engineering Extension Service



# The Railroad Commission of Texas

This Certifies That

*TRAVIS L. WOOTTON*

has successfully completed the course entitled

*Intro to Harvard Graphics 2.1*

given on this *10th* day of *December, 1992*.

A handwritten signature in black ink, appearing to read "Bob Kuehne".

Director of Automatic Data Processing



# The Railroad Commission of Texas

This Certifies That

*TRAVIS L. WOOTTON*

has successfully completed the course entitled

*Introduction to Windows*

given on this 21st day of December, 1992.

  
Bob Kmetz  
Director of Automatic Data Processing



# The Railroad Commission of Texas

This Certifies That

***TRAVIS L. WOOTTON***

has successfully completed the course entitled

***WordPerfect Office***

given on this ***21st day of October, 1992.***



Director of Automatic Data Processing



# The Railroad Commission of Texas

This Certifies That

***TRAVIS L. WOOTTON***

has successfully completed the course entitled

***Intro to Microcomputers & LAN***

given on this ***30th*** day of ***June, 1992.***



Bob Kuntz  
Director of Automatic Data Processing



# The Railroad Commission of Texas

This Certifies That

***TRAVIS L. WOOTTON***

has successfully completed the course entitled

***Introduction to WordPerfect***

given on this ***19th*** day of ***May, 1992.***

  
Bob Kuehne  
Director of Automatic Data Processing

08:17:56 Tue Mar 20, 2007

> C 00455, 00 [REDACTED], 99999, 05/01/1990

ON HN8U1

----- TOTAL STATE SERVICE -----

AGENCY----> 455  
EMPLOYEE SSN----> [REDACTED] WOOTTON, TRAVIS L  
EMPLOYMENT DATE--> 12/01/1990 6 MOS CONT SERV AS OF-> 10/31/1990  
TERMINATION DATE-> 00/00/0000  
AGY EFF SERV DT--> 12/01/1990 YEARS-> 16 MONTHS-> 3 DAYS-> 19  
STATE EFF SERV DT> 05/01/1990 YEARS-> 16 MONTHS-> 10 DAYS-> 20  
LWOP MOS-> 0 ELEC SVC MOS-> 0

----- PRIOR STATE SERVICE -----

AGY NBR	BEG DATE	END DATE	AGENCY NAME	YR	MO	DY		
99999	05/01/1990	11/30/1990	UNKNOWN AGENCY					
LWOP MOS->	0	ELEC SVC MOS->	0	SVC DAYS->	214	0	7	1
0	00/00/0000	00/00/0000						
LWOP MOS->	0	ELEC SVC MOS->	0	SVC DAYS->	0	0	0	0
0	00/00/0000	00/00/0000						
LWOP MOS->	0	ELEC SVC MOS->	0	SVC DAYS->	0	0	0	0

0007I-BROWSE BACK NOT ALLOWED ON HN8U1 A205W-END OF LIST  
03/20/07 08:16:10 1 M3LL PARJ

> C 00455, [REDACTED], 00601, 06/04/1985 ON HN8U1

----- TOTAL STATE SERVICE -----

AGENCY----> 455  
EMPLOYEE SSN----> [REDACTED] WOOTTON, TRAVIS L  
EMPLOYMENT DATE--> 12/01/1990 6 MOS CONT SERV AS OF-> 05/31/1991  
TERMINATION DATE-> 00/00/0000  
AGY EFF SERV DT--> 12/01/1990 YEARS-> 16 MONTHS-> 3 DAYS-> 19  
STATE EFF SERV DT> 05/31/1990 YEARS-> 16 MONTHS-> 9 DAYS-> 20  
LWOP MOS-> 0 ELEC SVC MOS-> 0

----- PRIOR STATE SERVICE -----

AGY NBR	BEG DATE	END DATE	AGENCY NAME	YR	MO	DY		
601	05/19/1986	08/29/1986	TEXAS DEPARTMENT OF TRANSPORTATION					
LWOP MOS->	0	ELEC SVC MOS->	0	SVC DAYS->	103	0	3	12
601	06/04/1985	08/23/1985	TEXAS DEPARTMENT OF TRANSPORTATION					
LWOP MOS->	0	ELEC SVC MOS->	0	SVC DAYS->	81	0	2	20
0	00/00/0000	00/00/0000						
LWOP MOS->	0	ELEC SVC MOS->	0	SVC DAYS->	0	0	0	0

0007I-BROWSE BACK NOT ALLOWED ON HN8U1 A205W-END OF LIST  
03/20/07 08:17:35 1 M3LL PARJ

*before*

*after*

## RAILROAD COMMISSION OF TEXAS

## RECORD OF PREVIOUS STATE EMPLOYMENT

Instructions: Please furnish the following information if you have been previously employed by a state agency or state funded college or university. (Independent School Districts do not constitute state employment.) You are entitled to claim this prior service for purposes of vacation accrual and longevity pay. The information you provide will be verified.

Travis L. Wootton  
Name

Social Security #

12-3-90  
Current Date

(D-4, Camp Hubbard)  
Texas Department of Highways and Public Trans.  
Name of State Agency or State College  
*carla*

3-8801  
Telephone Number

Dates of Employment: From June 1985  
6/14/85

To August 1985  
8/23/85 = 3

(D-4, Camp Hubbard)  
Texas Dept. of Hwys. and Public Trans.  
Name of State Agency or State College

Telephone Number

Dates of Employment: From June 1986  
5/19/86

To August 1986  
8/29/86 = 4

Name of State Agency or State College

Telephone Number

Dates of Employment: From \_\_\_\_\_

To \_\_\_\_\_

TO BE COMPLETED BY AGENCY:

7

Number of Months Updated

1/10/91  
Date

RA ROAD COMMISSION OF TEXAS  
PERSONNEL DIVISION

KENT HANCE, Chairman  
JOHN SHARP, Commissioner  
JAMES E. (JIM) NUGENT, Commissioner



MARK BOGAN  
Director  
(512) 463-6981

1701 N. CONGRESS

CAPITOL STATION — P. O. DRAWER 12967

AUSTIN, TEXAS 78711-2967

December 10, 1990

Department of Highways & Public Transportation  
Highway Building  
Austin Tx 78701-2483

RE: Travis L. Wootton SSN [REDACTED]  
Dates: 06/85 - 08/85 & 06/86 - 08/86

GENTLEMEN:



THE ABOVE NAMED INDIVIDUAL HAS RECENTLY BEEN EMPLOYED BY THIS AGENCY AND HAS INDICATED PREVIOUS STATE EMPLOYMENT WITH YOUR STATE AGENCY OR STATE FUNDED COLLEGE OR UNIVERSITY.

IN ORDER FOR THE INDIVIDUAL TO BE CREDITED WITH PROPER VACATION ACCRUAL AND LONGEVITY PAY, A LETTER OF VERIFICATION WITH EMPLOYMENT DATES FROM YOUR AGENCY WILL BE NECESSARY. PLEASE INDICATE ALL BREAKS IN SERVICE.

IF FURTHER INFORMATION IS REQUIRED TO ASSIST IN VERIFICATION, YOU MAY CONTACT THIS OFFICE AT 463-6981. YOUR PROMPT COOPERATION IN THIS MATTER WILL BE GREATLY APPRECIATED.

SINCERELY,

*Mark Bogan*  
MARK BOGAN  
PERSONNEL DIRECTOR

6/4/85-8/23/85 & 5/19/86-8/29/86 DATES OF EMPLOYMENT  
(MONTH/DATE/YEAR)

*Glenda Wall*

SIGNATURE OF VERIFIER

for Leslie A. Clark, Director  
Human Resources  
1/8/91

TITLE OF VERIFIER

DATE

DEC 14 1990



**RAILROAD COMMISSION OF TEXAS  
EMPLOYEE PERFORMANCE FORM**

RAILROAD COMMISSION  
OF TEXAS

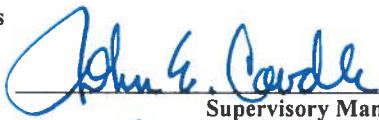
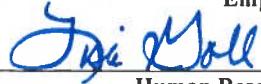
FORM P-112

APR 08 2014

02/10

Human Resources Division

**CONFIDENTIAL – FORWARD TO HUMAN RESOURCES DIVISION**

Name - Last Wootton	First Travis	Middle Initial L.	Division Surface Mining and Reclamation
<b>Employment Date</b> December 1, 1990			
<b>Subject(s) Discussed</b>			
<input type="checkbox"/> Performance Counseling <input type="checkbox"/> Vehicle Usage <input type="checkbox"/> Other _____		<input checked="" type="checkbox"/> Salary Adjustment <input type="checkbox"/> Termination	
<b>Narrative Summary of Counseling or Discussion:</b>			
<p>Travis has worked in SMRD for many years at various positions, both in the regulatory and AML sections. Travis earned his opportunity to be the Manager of the Applications and Permits Section in December 2012. Since that time he has had to endure some tough times as a manager and he has handled it all with dignity and forthrightness. Travis is not one to shy away from a challenge and in the vain, he had succeeded in this task as Manager. Travis has to constantly react to situations that develop and he does this with skill and a smile. He works closely with his industry contacts and staff to make sure that our regulatory work is done correctly and within prescribed timeframes. I recommend Travis for a merit salary increase.</p>			
<b>Employee Comments:</b>			
<b>Signatures</b>  John E. Caudle Supervisory Manager  Travis  Lori Moll Human Resources Division			
		 4/1/2014 Date	
		 4/7/2014 Date	
		 4/9/2014 Date	

Railroad Commission of Texas

Fleet Management Plan

RAILROAD COMMISSION  
OF TEXAS

FEB 26 2014

Human Resources Division

**Acknowledgment by Employee**

I acknowledge that I have received a copy of the Railroad Commission of Texas Fleet Management Plan (February 2014 Edition). I understand that it is my responsibility to read this plan and become familiar with its contents.

I understand that I am responsible for following all directives contained in the Fleet Management Plan, and that my compliance with such directives will be assessed as part of my annual Employee Performance Evaluation.

I understand that I am responsible for keeping a copy of the Fleet Management Plan in my assigned Commission vehicle at all times.

The contents of this Fleet Management Plan are subject to change or deletion, at any time, at the sole discretion of the Commission, without prior notice. Amendments or addendums will be available on the Commission's intranet site at <http://inside.rrc.state.tx.us>.

Print Name:

Travis L. Wootton

Signature:

Travis L. Wootton

Date:

2/10/2014

(Note: This form will be filed in the Commission's personnel file of the employee.)

JUL 30 2012

RAILROAD COMMISSION OF TEXAS  
EMPLOYEE PERFORMANCE FORM

FORM P-112

02/10 ✓

Human Resources Division

CONFIDENTIAL – FORWARD TO HUMAN RESOURCES DIVISION

Name - Last Wootton	First Travis	Middle Initial L	Division Surface Mining and Reclamation
<b>Employment Date</b> December 1, 1990			
<b>Subject(s) Discussed</b>			
<input type="checkbox"/> Performance Counseling <input checked="" type="checkbox"/> Salary Adjustment <input type="checkbox"/> Vehicle Usage <input type="checkbox"/> Termination <input type="checkbox"/> Other _____			
<b>Narrative Summary of Counseling or Discussion:</b>			
<p>Travis Wootton's latest EPE, signed on June 22, 2012, indicates that his overall performance for the last year exceeded requirements. Both during the Commission-wide challenge to complete backlogged projects and well before that, Travis has assumed numerous additional responsibilities including coordination of a portion of our engineering team, taking on more detailed peer review allowing management to focus on project prioritization, communication with industry and continued efforts to make our review processes more effective and accurate. Travis regularly shares his valuable knowledge of mining engineering and Division policy with members of industry, our federal oversight agency and his coworkers, relieving a large amount of time for management to focus on other tasks. For his dedication and commitment to the overall success of the Commission and for his outstanding and invaluable assistance, I nominate Travis for promotion to Engineering Specialist VI with a merit increase.</p>			
<b>Employee Comments:</b>			
Signatures	 Supervisory Manager  Employee  Human Resources Division		
	 7/27/12 Date		
	 7/27/12 Date		
	 7/31/2012 Date		

# **RAILROAD COMMISSION OF TEXAS**

## **EMPLOYEE PERFORMANCE FORM**

**RAILROAD COMMISSION  
OF TEXAS**

02/10

JUL 11 2012

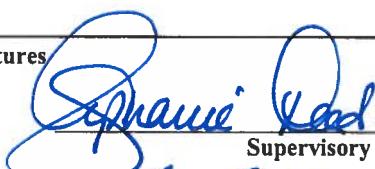
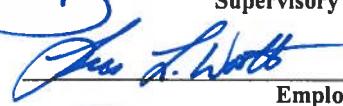
CONFIDENTIAL – FORWARD TO HUMAN RESOURCES DIVISION

**RAILROAD COMMISSION OF TEXAS**  
**EMPLOYEE PERFORMANCE FORM**

FORM P-112

02/10

**CONFIDENTIAL – FORWARD TO HUMAN RESOURCES DIVISION**

Name - Last Wootton	First Travis	Middle Initial L	Division Surface Mining and Reclamation
Employment Date December 1, 1990			
Subject(s) Discussed			
<input type="checkbox"/> Performance Counseling <input type="checkbox"/> Vehicle Usage <input checked="" type="checkbox"/> Other    Merit Bonus Recommendation	<input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Termination	RAILROAD COMMISSION OF TEXAS <b>AUG 15 2011</b> PERSONNEL DIVISION	
<b>Narrative Summary of Counseling or Discussion:</b> <p>Travis Wootton's latest EPE, signed on March 18, 2011, indicates that his overall performance for evaluation year 2010 exceeded requirements. During the last 18 months, Travis has assumed numerous additional responsibilities including coordination of a portion of our engineering team. In this role, he regularly shares his valuable knowledge of mining engineering and Division policy with members of industry, our federal oversight agency and his coworkers, relieving a large amount of time for management to focus on other tasks. For his dedication and commitment to the overall success of the Commission, I nominate him as a recipient for a one-time merit bonus.</p>			
<b>Employee Comments:</b> <p> </p>			
Signatures  Supervisory Manager  Employee  Human Resources Division			
		 Date <b>Aug. 8, 2011</b>	
		 Date <b>8/11/11</b>	
		 Date <b>8/16/2011</b>	

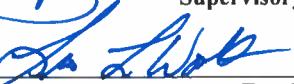
VM

**RAILROAD COMMISSION OF TEXAS  
EMPLOYEE PERFORMANCE FORM**

FORM P-112

02/10

**CONFIDENTIAL – FORWARD TO HUMAN RESOURCES DIVISION**

Name - Last Wootton	First Travis	Middle Initial L	Division Surface Mining and Reclamation
Employment Date December 1, 1990			
Subject(s) Discussed			RAILROAD COMMISSION OF TEXAS
<input type="checkbox"/> Performance Counseling <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Vehicle Usage <input type="checkbox"/> Termination <input checked="" type="checkbox"/> Other      Award of Discretionary Administrative Leave			<b>MAR 21 2011</b> PERSONNEL DIVISION
<b>Narrative Summary of Counseling or Discussion:</b> <p>Travis Wootton's latest EPE, signed on March 18, 2011, indicates that his overall performance for evaluation year 2010 exceeded requirements. As a result, I recommend that Travis receive 32 hours of administrative leave in recognition for his exemplary performance.</p>			
<b>Employee Comments:</b> RAILROAD COMMISSION OF TEXAS <b>MAR 30 2011</b> PERSONNEL DIVISION			
Signatures  Supervisory Manager		 <b>3/18/2011</b> Date	
 Employee		 <b>3/30/2011</b> Date	
 Human Resources Division			

# **RAILROAD COMMISSION OF TEXAS**

## **EMPLOYEE PERFORMANCE FORM**

ALL ROAD COMMISSION OF TEXAS

FORM P-112

02/10

**CONFIDENTIAL – FORWARD TO HUMAN RESOURCES DIVISION**

Name - Last Wootton	First Travis	Middle Initial L	Division Surface Mining and Reclamation
Employment Date December 1, 1990		PARKER COUNTY COMMISSION OF TEXAS	
Subject(s) Discussed			
<input type="checkbox"/> Performance Counseling <input type="checkbox"/> Vehicle Usage <input checked="" type="checkbox"/> Other      Award of Discretionary Administrative Leave		<input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Termination	
JUN 21 2010 PERSONNEL DIVISION			
Narrative Summary of Counseling or Discussion:  Travis Wootton's latest EPE, signed on April 10, 2010, indicates that his overall performance for evaluation year 2009 exceeded requirements. As a result, I recommend that Travis receive 16 hours of administrative leave in recognition for his exemplary performance.			
Employee Comments:			
Signatures  Supervisory Manager      6/22/10  Employee  Human Resources Division			
		6/18/2010 Date 6/22/2010 Date 6/22/2010 Date	

## RAILROAD COMMISSION OF TEXAS

OCT 30 2009

## INTRA-AGENCY APPLICATION/SUPPLEMENT TO WORK RECORD

Form P-101A

REVISED 3/15/2004

**INSTRUCTIONS:** PLEASE TYPE OR PRINT. USE THE APPROPRIATE SECTION BELOW TO STATE EDUCATION, TRAINING, SKILLS AND EXPERIENCE RECEIVED SINCE EMPLOYMENT. USE MORE THAN ONE FORM IF NECESSARY.

NAME Travis L. Wootton

SOCIAL SECURITY NO. [REDACTED]

I AM APPLYING FOR THE FOLLOWING JOB VACANCY POSTING:

VACANCY LISTING NO. 910014 CLASS NO. 1602 POSITION TITLE: Manager III DIVISION: SMRDYOUR CURRENT PHONE NO. (512) 305-8831 AND WORK LOCATION Austin, 11th Floor

E	SCHOOL	NAME AND LOCATION OF SCHOOL	DATE(S) ATTENDED	COURSE OF STUDY	DID YOU GRADUATE YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	DEGREE OR DIPLOMA
D U C A T I O N	COLLEGE	University of Texas at Austin	8/85 - 8/90	Geography	DATE <u>8/20/90</u>	B.A.
T	OTHER					

T R A I N I N G	SUBJECT	NAME OF TRAINING OR IN-HOUSE	DATES	BRIEFLY DESCRIBE COURSE CONTENT
	AutoCAD	Instructor for CAD Applications	1993-2009	Use of AutoCAD for permitting and reclamation
	varies	Office of Surface Mining Courses	1993-2009	Courses related to coal permitting and reclamation

S K I L S A N D E P E R I E N C E	BRIEFLY STATE YOUR WORKING EXPERIENCE SINCE EMPLOYMENT, GIVING SPECIFIC DATES, POSITION TITLE, DUTIES PERFORMED, ACTIVITY ASSIGNED AND SKILLS LEARNED.  From May 2001 to present, I have worked as an Engineering Specialist in the Applications and Permits Section of the SMRD. My responsibilities include review of surface coal mining permit applications and revisions. My work involves the review of operation and reclamation plans, including calculation of reclamation cost estimates used to determine the minimum required reclamation bond. Upon completion of my review, I prepare detailed written analyses documenting my findings and recommendations for approval or denial. I act as a technical coordinator for review of permit and revision applications. This responsibility requires me to coordinate the work of a multi-discipline team of scientists and other professional staff and act as a liaison between the Hearings Examiner and other parties to the application. I have developed a good working knowledge of the Texas Coal Mining Regulations and regularly help to mentor new employees. My duties require me to be organized and handle multiple tasks in order to meet division and regulatory deadlines. I have a good working relationship with all of my colleagues and am often sought out for assistance.  From June 1992 to May 2001, I worked as an Engineering Specialist in the Abandoned Mine Land Section of the SMRD. My responsibilities included performing earthwork and hydrology design, including field work to gather necessary data, associated with the reclamation of abandoned surface and underground mines. My design duties included the preparation of detailed and accurate bid documents used by contractors to complete reclamation of these sites.  From December 1990 to June 1992, I worked as an Engineering Technician in the Mapping Section of the Oil and Gas Division. My responsibilities included digitizing base map data gathered from Commission records and USGS 7.5-minute quadrangle maps. I assisted with the training of new employees and reviewed their work for accuracy and completeness.
-----------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

I CERTIFY THAT THE INFORMATION STATED ABOVE IS TRUE AND CORRECT. I FURTHER UNDERSTAND THAT ALL INFORMATION IS SUBJECT TO VERIFICATION.

Travis L. Wootton

SIGNATURE

10/30/09

DATE

## Recommendation to Fill Job Vacancy

Listing No. **103021**

Position: **Engineer Specialist I**

Classification No.: **2127**

The position was initially posted on March 28, 2001. As of this date, there has been one applicant for this position. The Railroad Commission currently employs this applicant. Applicants for a similar, recently filled posting were also considered in determining qualified candidates for this position. I reviewed all available applications to determine the most qualified applicant. I had interviewed the one in-house applicant on February 5, 2001. I had interviewed the other two applicants for previous Engineering Specialist I positions (Listing Nos. 001004 and 101006) on the dates listed in the table below.

Based on the interviews and the applications available, I was able to identify the most qualified candidate. The name, date of interview and social security number of the applicant's that I interviewed are listed below.

Applicant	Interview Date	Social Security Number
John E. Havlik	March 27, 2000 (Listing 001004)	[REDACTED]
Travis L. Wootton	February 5, 2001	[REDACTED]
Sunny Simpkins	March 12, 2001	[REDACTED]

I would like to recommend that Mr. Travis L. Wootton be offered the Engineer Specialist I position at a starting annual salary of \$36,000 (\$3,000/month). The advertised salary range for the position is from \$32,988 to \$38,400. This position is a group B9 on the salary schedule. Since Mr. Wootton is currently a Commission employee in the Surface Mining and Reclamation Division I did not contact outside references. Mr. Wootton is currently classified as an Engineering Specialist I with an annual salary of \$36,000. His last salary action was a merit increase effective January 1, 2001, hence this would be a lateral move for Mr. Wootton.

  
John E. Caudle, P.E.

## RAILROAD COMMISSION OF TEXAS

AN EQUAL OPPORTUNITY EMPLOYER

## SUPPLEMENT TO EMPLOYMENT APPLICATION AND WORK RECORD

Form P-101A  
REVISED  
8-1-93

INSTRUCTIONS: PLEASE TYPE OR PRINT. USE THE APPROPRIATE SECTION BELOW TO STATE EDUCATION, TRAINING, SKILLS AND EXPERIENCE RECEIVED SINCE EMPLOYMENT. USE MORE THAN ONE FORM IF NECESSARY.

APP-A5 2001  
PERSONNEL DIVISIONNAME Travis L. Wootton

SOCIAL SECURITY NO. [REDACTED]

IS THIS BEING COMPLETED FOR CONSIDERATION OF ANOTHER POSITION CURRENTLY AVAILABLE?  
 IF CHECKED, STATE THE LISTING NO. 103021 CLASS NO. 2127  
 POSITION TITLE Engineering Specialist I LOCATION SMRD-Austin  
 YOUR CURRENT PHONE NO. 305-8831 AND WORK LOCATION SMRD - Austin

EDUCATION	SCHOOL	NAME AND LOCATION OF SCHOOL	DATE(S) ATTENDED	COURSE OF STUDY	DID YOU GRADUATE	DEGREE OR DIPLOMA
	COLLEGE	University of Texas at Austin	8/85 - 8/90	Major: Geography minor: Geology	<input checked="" type="checkbox"/> YES DATE <u>8/90</u> <input type="checkbox"/> NO	B.A.
	OTHER					

TRAINING	SUBJECT	NAME OF TRAINING INSTITUTION OR IN-HOUSE	DATES	BRIEFLY DESCRIBE COURSE CONTENT
	Surveying	Texas Society of Professional Surveyors	1/93 & 8/93	Basic & Advanced Surveyors Short Courses
	Engineering	Office of Surface Mining	6/93	Engineering Principles for Program Personnel
	CAD	Office of Surface Mining	3/95	Application of CAD in AML Design

SKILLS AND EXPERIENCE	BRIEFLY STATE YOUR WORKING EXPERIENCE SINCE EMPLOYMENT, GIVING SPECIFIC DATES, POSITION TITLE, DUTIES PERFORMED, ACTIVITY ASSIGNED AND SKILLS LEARNED. (Continued on additional sheet)			
	12/1/90 - 6/1/92	- Engineering Technician, Oil & Gas Division. Responsibilities included digitizing base map information into the automated well location system. Other duties included training new employees and reviewing their work for accuracy and completeness.		
	6/1/92 - 3/17/97	- Engineering Technician, SMRD-AML. Responsibilities included AutoCAD drafting, surveying and inspection of ongoing AML construction projects, and AML reclamation design. Reclamation design duties included earthwork balances and watershed modeling for erosion control design. Additional duties included providing technical support to AML staff in the use of AutoCAD, DTM and hydrology software, office suite applications, and network applications.		
	2/17/97 - 8/31/97	- Interactive Graphics Technician, SMRD-A&P. Responsible for AutoCAD drawing clean-up and drafting. Additional duties included technical support for staff in the use of AutoCAD and graphic software.		

I CERTIFY THAT THE INFORMATION STATED ABOVE IS TRUE AND CORRECT. I FURTHER UNDERSTAND THAT ALL INFORMATION IS SUBJECT TO VERIFICATION.

Travis L. Wootton

SIGNATURE

04/05/01

DATE

## RAILROAD COMMISSION OF TEXAS

AN EQUAL OPPORTUNITY EMPLOYER

Form P-101A

REVISED

8-1-93

## SUPPLEMENT C EMPLOYMENT APPLICATION C AND WORK RECORD

INSTRUCTIONS: PLEASE TYPE OR PRINT. USE THE APPROPRIATE SECTION BELOW TO STATE EDUCATION, TRAINING, SKILLS AND EXPERIENCE RECEIVED SINCE EMPLOYMENT. USE MORE THAN ONE FORM IF NECESSARY.

NAME Travis L. WoottonSOCIAL SECURITY NO. XXXXXXXXXX

IS THIS BEING COMPLETED FOR CONSIDERATION OF ANOTHER POSITION CURRENTLY AVAILABLE?

IF CHECKED, STATE THE LISTING NO. 103 021CLASS NO. 2127POSITION TITLE Engineering Specialist ILOCATION SMRD-AustinYOUR CURRENT PHONE NO. 305-8831AND WORK LOCATION SMRD-AUSTIN

EDUCATION	SCHOOL	NAME AND LOCATION OF SCHOOL	DATE(S) ATTENDED	COURSE OF STUDY	DID YOU GRADUATE	DEGREE OR DIPLOMA
	COLLEGE	see previous sheet			<input type="checkbox"/> YES DATE _____	
	OTHER				<input type="checkbox"/> NO	

TRAINING	SUBJECT	NAME OF TRAINING INSTITUTION OR IN-HOUSE	DATES	BRIEFLY DESCRIBE COURSE CONTENT
	GPS	Office of Surface Mining	12/97 & 5/99	Basic and Advanced GPS
Engineering	Office of Surface Mining		7/00	Dangerous Highwall Identification/Design
CAD	Office of Surface Mining	Ongoing		Assisting with course development/teaching

SKILLS AND EXPERIENCE	BRIEFLY STATE YOUR WORKING EXPERIENCE SINCE EMPLOYMENT, GIVING SPECIFIC DATES, POSITION TITLE, DUTIES PERFORMED, ACTIVITY ASSIGNED AND SKILLS LEARNED. (continued from previous sheet)		
	8/31/97 - present - Engineering Specialist, SMRD-AML. Responsibilities include duties related to the design and inspection of AML reclamation projects. Reclamation design duties include production of volumetric estimates, grading plans, slope restrictions, and contour maps using AutoCAD and SurvCAD software. Erosion control design and hydrologic analysis includes watershed modeling and structure design/sizing using AutoCAD and SurvCAD software. Other duties include writing of bid specifications, construction inspection, technical support for hardware and software applications, and conducting training as needed.		

I CERTIFY THAT THE INFORMATION STATED ABOVE IS TRUE AND CORRECT. I FURTHER UNDERSTAND THAT ALL INFORMATION IS SUBJECT TO VERIFICATION

Travis L. Wootton

SIGNATURE

04/05/01

DATE

# Railroad Commission of Texas

## ENG. SPECIALIST I

### Job Posting 103021

LISTING NO: 103021	RAILROAD COMMISSION OF TEXAS JOB VACANCY NOTICE	DIVISION: SM RELEASE: Y ON HOLD: N
CLASS NO: 2127	STEP NO: 00	VARIABLE SALARY? (Y/N): Y    IN-HOUSE: P
SALARY: SEE REMARKS /		OPEN: 03 28 2001    CLOSE: 00 00 0000
POSITION TITLE: ENG. SPECIALIST I		WORK SECTION: SURFACE MINING
WORK LOC ADDR: 1701 N. CONGRESS		ZIP: 78701 CITY: AUSTIN
REFER TO: PERSONNEL DIVISION		TELEPHONE: 512 463 6981

JOB DURATION:	OPENINGS: 01	REMAINING OPENINGS: 01
REG: X    SEASONAL: _	TEMP: _    PART TIME: _	TERM DATE: 00 00 0000 HOUR PER WEEK: 00

**MISCELLANEOUS:**

TYPING W.P.M. 000    SHORTHAND W.P.M. 000	COMMERCIAL:    CHAUFFEUR: _	DRIVER'S LICENSE: TEXAS: X    OPERATOR: X
TRAVEL REQUIRED: Y	SHIFTS: 1ST: X    2ND: _    3RD: _    ROTATING: _	

**JOB DESCRIPTION**

LISTING NO: 103021    JOB TITLE: ENG. SPECIALIST I

Responsible for reviewing design plans and surface-water hydrology information contained in surface-mining permit applications and providing a written opinion as to whether information is in compliance with the Texas Coal Mining Regulations. Will be required to review mine plans, and design plans for roads and surface-water control structures such as sedimentation ponds, diversions and culverts. Other duties include performing mine reclamation-cost estimates, providing technical assistance to field inspectors on engineering-related issues, and participating as the Commission's technical expert at hearings on engineering and surface-water hydrology issues. Duties will also involve review of baseline surface-water hydrology and the application of various detailed hydrologic modeling techniques to assess impacts of surface-mining activities on the surface-water hydrologic balance (surface-water quantity and quality). Must be able to prepare a comprehensive, written summary of engineering evaluations and have demonstrated verbal and written communication skills. Time-sensitive review responsibilities must be completed within time frames set by Regulation and Division policy. Must be able to effectively use a variety of personal computer systems and applications, including hydrologic and engineering related design models and computer-aided design (CAD) software. Additional special projects may be assigned on an as-needed basis. All work will be under the general direction of a registered professional engineer in the Applications and Permits Section. Occasional overnight travel required (approx. 10%)

**JOB QUALIFICATIONS**

LISTING NO: 103021    JOB TITLE: ENG. SPECIALIST I

BS in Mining or Civil Engineering or related degree from an accredited four-year college or university. Experience and education may be substituted for one another. Experience in the use of IBM compatible PC's and word processing, spreadsheet, CAD and relational-database software required. Good driving record required.

**REMARKS**

LISTING NO: 103021    JOB TITLE: ENG. SPECIALIST I

Must be able to lift and carry at least 50 pounds. Salary range is from \$2,749 to \$3,136 per month, based on experience.

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[Back to Jobs Home Page](#)

[Back to RRC Home Page](#)

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**Comments or questions should be sent to: [webmaster@rrc.state.tx.us](mailto:webmaster@rrc.state.tx.us)**

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Page Generated: 04/04/2001

Listing Number 103021

Opening D      

03/28/2001

Starting Wage SEE REMARKS

Closing Date:

00-00-0000

**STATE AGENCY  
JOB VACANCY NOTICE**

POSITION TITLE: ENGINEERING SPECIALIST I CLASSIFICATION NUMBER 2127

AGENCY: RAILROAD COMMISSION OF TEXAS, SURFACE MINING AND RECLAMATION DIVISION

ADDRESS: 1701 N. CONGRESS, AUSTIN, TX ZIP CODE: 78701

WORK LOCATION ADDRESS: 1701 N. CONGRESS

REFER TO: PERSONNEL DIVISION TELEPHONE: 512-463-6981

NUMBER OF OPENINGS: 1 DURATION: Regular X Seasonal/Summer Job       

Temporary        Will Terminate       

Part time        Hours/Week       

TYPING: Yes        SHORTHAND: Yes         
No XX No       

W.P.M.        W.P.M.       

TEXAS DRIVER'S LIC.: Yes XX No        Operator XX Commercial        Chauffeur       

TRAVEL REQUIRED: Yes XX No        SHIFTS: 1<sup>st</sup>        2<sup>nd</sup>        3<sup>rd</sup>        Rotating       

**JOB DESCRIPTION:** Responsible for reviewing design plans and surface-water hydrology information contained in surface-mining permit applications and providing a written opinion as to whether information is in compliance with the Texas Coal Mining Regulations. Will be required to review mine plans, and design plans for roads and surface-water control structures such as sedimentation ponds, diversions and culverts. Other duties include performing mine reclamation-cost estimates, providing technical assistance to field inspectors on engineering-related issues, and participating as the Commission's technical expert at hearings on engineering and surface-water hydrology issues. Duties will also involve review of baseline surface-water hydrology and the application of various detailed hydrologic modeling techniques to assess impacts of surface-mining activities on the surface-water hydrologic balance (surface-water quantity and quality). Must be able to prepare a comprehensive, written summary of engineering evaluations and have demonstrated verbal and written communication skills. Time-sensitive review responsibilities must be completed within time frames set by Regulation and Division policy.

Must be able to effectively use a variety of personal computer systems and applications, including hydrologic and engineering related design models and computer-aided design (CAD) software. Additional special projects may be assigned on an as-needed basis. All work will be under the general direction of a registered professional engineer in the Applications and Permits Section. Occasional overnight travel required (approx. 10%).

**MINIMUM QUALIFICATIONS (License, Education, Experience):** BS in Mining or Civil Engineering or related degree from an accredited four-year college or university. Experience and education may be substituted for one another. Experience in the use of IBM compatible PC's and word processing, spreadsheet, CAD and relational-database software required. Good driving record required.

**REMARKS (Application procedure, Special requirements):** Must be able to lift and carry at least 50 pounds. Salary range is from \$2,749 to \$3,136 per month, based on experience.

**The Railroad Commission of Texas is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or in the provision of services.**

The Railroad Commission of Texas is a smoke-free workplace.

Date Form Completed       

*AN 983*

**RAILROAD COMMISSION OF TEXAS**  
**EMPLOYEE COUNSELING FORM**

FORM P-112

New 5/83

CONFIDENTIAL – FORWARD TO PERSONNEL DEPARTMENT

Name - Last <b>WOOTTON</b>	First <b>TRAVIS</b>	Middle Initial <b>L</b>	Social Security Number [REDACTED]
Division/Activity <b>SMRD / AML</b>	Employment Date <b>12/1/90</b>		
Subject(s) Discussed RAILROAD COMMISSION OF TEXAS			
<input checked="" type="checkbox"/> Merit Increase <input type="checkbox"/> Promotion <input type="checkbox"/> Transfer <input type="checkbox"/> Other _____	<input type="checkbox"/> Job Classification Change <input type="checkbox"/> Performance Counseling <input type="checkbox"/> Termination		
<b>SEP 28 1998</b> <b>PERSONNEL DIVISION</b>			
<p>Narrative Summary of Counseling</p> <p>I would like to recommend Travis Wootton for a merit increase for his performance as an Engineer Specialist I in the Abandoned Mine Land Section of the Surface Mining and Reclamation Division. Travis has completed final earthwork and hydrology designs and a bid document for the Smith Phase 2 AML Regrade Project. He has also prepared a preliminary earthwork design for the Alcos Area F AML Regrade Project. Travis has a good understanding of the GWN-DTM terrain modeling and Eagle Point hydrology software which allows him to perform his job both productively and efficiently. He completes all his assigned work tasks within established project deadlines. He documents all design criteria and assumptions in a concise and organized manner. His expertise has increased the AML sections' productivity and work quality.</p>			
<p>Employee Comments</p>			
<p>Signatures</p> <p><u>Ann Wiley</u> <span style="float: right;"><u>9/25/98</u></span>            Supervisory Manager <span style="float: right;">Date</span>  <u>Travis J. Wootton</u> <span style="float: right;"><u>9/28/98</u></span>            Employee <span style="float: right;">Date</span> </p>			

# RAILROAD COMMISSION OF TEXAS

CHARLES R. MATTHEWS, *Chairman*  
BARRY WILLIAMSON, *Commissioner*  
CAROLE KEETON RYLANDER, *Commissioner*

INTERNAL

MELVIN B. HODGKISS, P.E., *DIRECTOR*  
SURFACE MINING AND RECLAMATION DIVISION

## MEMORANDUM

TO: Mark Bogan, Personnel Director

THRU: Melvin Hodgkiss, SMRD Director *M. B. B.*

FROM: Travis L. Wootton, Engineering Specialist

SUBJECT: Cancellation of Resignation

DATE: August 25, 1998

RAILROAD COMMISSION OF TEXAS  
AUG 25 1998  
PERSONNEL DIVISION

The purpose of this memorandum is to announce that I will not be resigning my position with the Surface Mining and Reclamation Division. I submitted a letter of resignation on Friday August 21, 1998 to my supervisor, but have since reconsidered the offer that I received. My tenure with the retirement system, and the challenges of my current position far outweigh the salary increase I was offered. I apologize for any inconveniences that my change of heart may have caused. Thank you for your assistance with this matter.

  
Travis L. Wootton

August 21, 1998

Sam Wiley, P.E., AML Engineering Supervisor  
Railroad Commission of Texas, SMRD-AML  
1701 N. Congress  
Austin, Texas 78711

Dear Sam:

The purpose of this letter is to announce my resignation as an Engineering Specialist in the Abandoned Mine Land section of the Surface Mining Division. My last day of employment with the Railroad Commission of Texas will be September 4, 1998.

I have accepted a position with a private consulting engineering/surveying firm that will allow me to significantly broaden my professional horizons, particularly in the realms of surveying, global positioning systems (GPS), and geographic information systems (GIS). These interests are directly compatible with my educational background, and will also allow me to pursue a license as a Registered Professional Land Surveyor.

My tenure with the Surface Mining Division has been very enjoyable, and I appreciate the numerous opportunities for advancement and skills development that I have been afforded in the last six years. I take great pride in the work done by the AML staff, and will miss being a part of future projects.

Sincerely,



Travis L. Wootton  
Engineering Specialist I

# RAILROAD COMMISSION OF TEXAS

CHARLES R. MATTHEWS, *Chairman*  
BARRY WILLIAMSON, *Commissioner*  
CAROLE KEETON RYLANDER, *Commissioner*

INTERNAL

MELVIN B. HODGKISS, P.E., *DIRECTOR*  
SURFACE MINING AND RECLAMATION DIVISION

## MEMORANDUM

TO: Mark Bogan  
FROM: Melvin B. Hodgkiss *M.B.H.*  
SUBJECT: Recommendation to Fill  
Job Vacancy Posting 706009  
DATE: August 20, 1997

I am recommending that Mr. Travis Wootton be promoted to Engineering Specialist I to fill the subject job vacancy. Mr. Wootton's effective date will be September 1, 1997 with a salary of \$2,649 per month (Classification B9). Please charge this position to activity 6006.

MBH/mjf  
Attachments

RAILROAD COMMISSION OF TEXAS  
AUG 20 1997  
PERSONNEL DIVISION

Listing Number : 706009  
Starting Wage \$ 2,549.00/MONTHLY

Opening Date: 06-18-1997  
Closing Date: UNTIL FILLED

STATE AGENCY  
JOB VACANCY NOTICE

POSITION TITLE: ENG. SPECIALIST I

CLASSIFICATION NUMBER: 2127

AGENCY: Railroad Commission of Texas, SURFACE MINING DIVISION

ADDRESS: 1701 North Congress Austin, Tx ZIP CODE: 78701

WORK LOCATION: 1701 N. CONGRESS

ZIP CODE: 78701

REFER TO: PERSONNEL

TELEPHONE: 512-463-6981

NUMBER OF OPENINGS: 1 DURATION: Regular XX Seasonal/Summer Job  
Temporary - -  
Part Time Hours/Week

TYPING REQUIRED: NO SHORTHAND REQUIRED: NO  
W.P.M. : W.P.M. :

TEXAS DRIVERS LIC REQUIRED: YES OPERATOR

TRAVEL REQUIRED: YES SHIFTS: 1st X 2nd 3rd ROTATING

JOB DESCRIPTION:

Perform responsible technical duties in the Surface Mining and Reclamation Division, Abandoned Mine Land (AML) Section. Duties involve working on an abandoned mine land reclamation design team and will be directly involved in preparation of engineering and hydrological designs including; hydrologic analysis, computer hydrologic and digital terrain modeling, and computer aided drafting. Assist in preparing construction work specification documents and will perform construction inspections. Exercise independent judgment and work under direct supervision of a Professional Engineer. 50% travel required.

MINIMUM QUALIFICATIONS (License, Education, Experience):

Four (4) years experience in an Engineering type assignment. Experience in the use of IBM compatible PC's, Spreadsheet and other Engineering related programs is preferred.

The Railroad Commission of Texas is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or in the provision of services.

Date Form Completed: - -

**RAILROAD COMMISSION OF TEXAS**  
 AN EQUAL OPPORTUNITY EMPLOYER  
**SUPPLEMENT TO EMPLOYMENT APPLICATION AND WORK RECORD**

Form P-101A  
 REVISED  
 8-1-93

INSTRUCTIONS: PLEASE TYPE OR PRINT. USE THE APPROPRIATE SECTION BELOW TO STATE EDUCATION, TRAINING, SKILLS AND EXPERIENCE RECEIVED SINCE EMPLOYMENT. USE MORE THAN ONE FORM IF NECESSARY.

NAME Travis L. Wootton

SOCIAL SECURITY NO. XXXXXXXXXX

IS THIS BEING COMPLETED FOR CONSIDERATION OF ANOTHER POSITION CURRENTLY AVAILABLE?  
 IF CHECKED, STATE THE LISTING NO. 706009 CLASS NO. 2127  
 POSITION TITLE Engineering Specialist I LOCATION AUSTIN  
 YOUR CURRENT PHONE NO. 305-8831 AND WORK LOCATION AUSTIN - SMRD

EDUCATION	SCHOOL	NAME AND LOCATION OF SCHOOL	DATE(S) ATTENDED	COURSE OF STUDY	DID YOU GRADUATE	DEGREE OR DIPLOMA
	COLLEGE	University of Texas @ Austin	5/85 - 8/90	Major - Geography, minor - Geology	<input checked="" type="checkbox"/> YES DATE <u>8/90</u> <input type="checkbox"/> NO	<u>B.A.</u>
	OTHER					

TRAINING	SUBJECT	NAME OF TRAINING INSTITUTION OR IN-HOUSE	DATES	BRIEFLY DESCRIBE COURSE CONTENT
	Reclamation Design	Office of Surface Mining	3/26/95 - 3/31/95	AML Reclamation Design Strategies
	Surveying	Texas Society for Professional Surveyors	3/93 & 8/93	Basic & Advanced Surveying Principles

SKILLS AND EXPERIENCE	BRIEFLY STATE YOUR WORKING EXPERIENCE SINCE EMPLOYMENT, GIVING SPECIFIC DATES, POSITION TITLE, DUTIES PERFORMED, ACTIVITY ASSIGNED AND SKILLS LEARNED.			
	12/1/90 - 6/1/92	Performed duties of Engineering Technician I in the Mapping Section of the Oil and Gas Division. Primary responsibilities included digitizing of base map data into the county wide well location maps maintained by the division. Other duties included training of new employees and editing of their work.		
	6/1/92 - 2/1/97	Performed duties of Engineering Technician II thru IV in the Abandoned Mine Land Section of the Surface Mining and Reclamation Division. Responsibilities included designing earthwork and hydrology components of abandoned uranium and coal mine projects. (Continued on next page)		

I CERTIFY THAT THE INFORMATION STATED ABOVE IS TRUE AND CORRECT I FURTHER UNDERSTAND THAT ALL INFORMATION IS SUBJECT TO VERIFICATION

Travis L. Wootton  
 SIGNATURE

7/28/97  
 DATE

## R RAILROAD COMMISSION OF TEXAS

AN EQUAL OPPORTUNITY EMPLOYER

Form P-101A

REVISED

8-1-93

## SUPPLEMENT TO EMPLOYMENT APPLICATION AND WORK RECORD

INSTRUCTIONS: PLEASE TYPE OR PRINT. USE THE APPROPRIATE SECTION BELOW TO STATE EDUCATION, TRAINING, SKILLS AND EXPERIENCE RECEIVED SINCE EMPLOYMENT. USE MORE THAN ONE FORM IF NECESSARY.

NAME Travis L. WoottonSOCIAL SECURITY NO. [REDACTED]

IS THIS BEING COMPLETED FOR CONSIDERATION OF ANOTHER POSITION CURRENTLY AVAILABLE?  
 IF CHECKED, STATE THE LISTING NO. 706009 CLASS NO. 2177  
 POSITION TITLE Engineering Specialist I LOCATION Austin  
 YOUR CURRENT PHONE NO. 305-8831 AND WORK LOCATION Austin - SRD

EDUCATION	SCHOOL	NAME AND LOCATION OF SCHOOL	DATE(S) ATTENDED	COURSE OF STUDY	DID YOU GRADUATE	DEGREE OR DIPLOMA
	COLLEGE				<input type="checkbox"/> YES DATE _____ <input type="checkbox"/> NO	
	OTHER					

TRAINING	SUBJECT	NAME OF TRAINING INSTITUTION OR IN-HOUSE	DATES	BRIEFLY DESCRIBE COURSE CONTENT

SKILLS AND EXPERIENCE	BRIEFLY STATE YOUR WORKING EXPERIENCE SINCE EMPLOYMENT, GIVING SPECIFIC DATES, POSITION TITLE, DUTIES PERFORMED, ACTIVITY ASSIGNED AND SKILLS LEARNED.
	<u>6/1/92 - 2/1/97 (Continued)</u>
	<p>Additionally, I assisted with design of steel closures for underground mines. Design activities were performed using AutoCAD drafting software and Storm and Eagle Point hydrology software. I was also responsible for writing work specifications and producing CAD drawings for bid documents. Other duties included assisting with field and office survey support using Wildsoft surveying software, assisting the network manager, training staff on the use of drafting, engineering and office software, and assisting with construction inspections.</p> <p><u>2/1/97 - Present</u></p> <p>Performed duties as Interactive Graphics Technician III for the Inspection and Enforcement section of SRD. Duties included assisting in the development of a Geographic Information System (continued on next page)</p>

I CERTIFY THAT THE INFORMATION STATED ABOVE IS TRUE AND CORRECT. I FURTHER UNDERSTAND THAT ALL INFORMATION IS SUBJECT TO VERIFICATION

SIGNATURE

7/29/97

DATE

## R RAILROAD COMMISSION OF TEXAS

AN EQUAL OPPORTUNITY EMPLOYER

Form P-101A

REVISED

8-1-93

## SUPPLEMENT TO EMPLOYMENT APPLICATION AND WORK RECORD

INSTRUCTIONS: PLEASE TYPE OR PRINT. USE THE APPROPRIATE SECTION BELOW TO STATE EDUCATION, TRAINING, SKILLS AND EXPERIENCE RECEIVED SINCE EMPLOYMENT. USE MORE THAN ONE FORM IF NECESSARY.

NAME Travis L. WoottonSOCIAL SECURITY NO. [REDACTED]

IS THIS BEING COMPLETED FOR CONSIDERATION OF ANOTHER POSITION CURRENTLY AVAILABLE?  
 IF CHECKED, STATE THE LISTING NO. 706 009 CLASS NO. 2127  
 POSITION TITLE Engineering Specialist I LOCATION Austin  
 YOUR CURRENT PHONE NO. 305-8891 AND WORK LOCATION Austin - SMRD

EDUCATION	SCHOOL	NAME AND LOCATION OF SCHOOL	DATE(S) ATTENDED	COURSE OF STUDY	DID YOU GRADUATE	DEGREE OR DIPLOMA
	COLLEGE				<input type="checkbox"/> YES DATE _____	
	OTHER				<input type="checkbox"/> NO	

TRAINING	SUBJECT	NAME OF TRAINING INSTITUTION OR IN-HOUSE	DATES	BRIEFLY DESCRIBE COURSE CONTENT

SKILLS AND EXPERIENCE	BRIEFLY STATE YOUR WORKING EXPERIENCE SINCE EMPLOYMENT, GIVING SPECIFIC DATES, POSITION TITLE, DUTIES PERFORMED, ACTIVITY ASSIGNED AND SKILLS LEARNED.
	<u>2/1/97-Present (continued)</u>
	<u>Information System (SIS) using AutoCAD and AutoCAD Map. Other duties included staff support with drawings and office software, acting as a liaison between industry representatives and engineering staff, and assisting the network manager with network maintenance.</u>

I CERTIFY THAT THE INFORMATION STATED ABOVE IS TRUE AND CORRECT. I FURTHER UNDERSTAND THAT ALL INFORMATION IS SUBJECT TO VERIFICATION

SIGNATURE Travis L. WoottonDATE 7/28/97

# RAILROAD COMMISSION OF TEXAS

CHARLES R. MATTHEWS, *Chairman*  
CAROLE KEETON RYLANDER, *Commissioner*  
BARRY WILLIAMSON, *Commissioner*

INTERNAL  
MELVIN B. HODGKISS, P.E., *DIRECTOR*  
SURFACE MINING AND RECLAMATION DIVISION  
RAILROAD COMMISSION OF TEXAS

FEB 04 1997

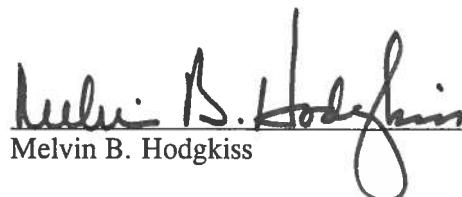
PERSONNEL DIVISION

February 4, 1997

## DIRECTOR'S COMMENTS

This is a request to hire Mr. Travis L. Wootton to fill the Interactive Graphics Technician III vacancy created by the separation of Bryan Hays. Mr. Wootton is currently an Engineer Technician IV in the Division Abandoned Mine Lands Section. Mr. Wootton's salary will be \$2,236 per month (Group 15, Step 1). Please charge this to activity 6002 effective February 15, 1997.

A total of four applicants (three in-house) applied for this position. All applicants were interviewed.



Melvin B. Hodgkiss

MBH/mjf

Attachments

## RAILROAD COMMISSION OF TEXAS

AN EQUAL OPPORTUNITY EMPLOYER

DEC 16 1996 Form P-101A

REVISED

8-1-93

## SUPPLEMENT TO EMPLOYMENT APPLICATION AND WORK RECORD

INSTRUCTIONS: PLEASE TYPE OR PRINT. USE THE APPROPRIATE SECTION BELOW TO STATE EDUCATION, TRAINING, SKILLS AND EXPERIENCE RECEIVED SINCE EMPLOYMENT. USE MORE THAN ONE FORM IF NECESSARY.

NAME TRAVIS L. WOOTTONSOCIAL SECURITY NO. REDACTED

IS THIS BEING COMPLETED FOR CONSIDERATION OF ANOTHER POSITION CURRENTLY AVAILABLE?  
 IF CHECKED, STATE THE LISTING NO. 612008 CLASS NO. 2174  
 POSITION TITLE INTER. GRAPHICS TECH. II LOCATION SMRD - AUSTIN  
 YOUR CURRENT PHONE NO. 305-8828 AND WORK LOCATION SMRD - 11th FLOOR

EDUCATION	SCHOOL	NAME AND LOCATION OF SCHOOL	DATE(S) ATTENDED	COURSE OF STUDY	DID YOU GRADUATE	DEGREE OR DIPLOMA
	COLLEGE	UNIVERSITY OF TEXAS AT AUSTIN	8-85 → 8-90	MAJOR- GEOGRAPHY MINOR- GEOLOGY	<input checked="" type="checkbox"/> YES DATE <u>8/20/90</u> <input type="checkbox"/> NO	B.A.
	OTHER					

TRAINING	SUBJECT	NAME OF TRAINING INSTITUTION OR IN-HOUSE	DATES	BRIEFLY DESCRIBE COURSE CONTENT
	ENGINEERING FOR AML	OFFICE OF SURFACE MINING	6/8/93 → 6/11/93	ENGINEERING & PROJECT DESIGN PRINCIPLES
	SURVEYING	TEXAS SOCIETY OF PROFESSIONAL SURVEYORS	1/93 & 8/93	BASIC & ADVANCED SURVEYING COURSES
	CAD	OFFICE OF SURFACE MINING	3/27/95 - 3/31/95	SERVED AS INSTRUCTOR FOR APPLICATION OF CAD SOFTWARE IN AML DESIGNS.

SKILLS AND EXPERIENCE	BRIEFLY STATE YOUR WORKING EXPERIENCE SINCE EMPLOYMENT, GIVING SPECIFIC DATES, POSITION TITLE, DUTIES PERFORMED, ACTIVITY ASSIGNED AND SKILLS LEARNED.
	ENGINEERING TECHNICIAN I - DECEMBER 1, 1990 → JUNE 1, 1992
	WORK WAS PERFORMED IN THE MAP INFORMATION MANAGEMENT SECTION OF THE OIL AND GAS DIVISION.
	PRIMARY DUTIES INCLUDED DIGITIZING BASE MAP INFORMATION FOR COUNTY WIDE OIL AND GAS WELL LOCATION MAPS. OTHER DUTIES INCLUDED TRAINING OF NEW EMPLOYEES, PROOF AND EDITING OF OTHER EMPLOYEES WORK AND SCHEDULING OF PROJECT ASSIGNMENTS.
	ENGINEERING TECHNICIAN II, III & IV - JUNE 1, 1992 → PRESENT
	WORK PERFORMED IN THE ABANDONED MINE LAND SECTION OF THE SURFACE MINING & RECLAMATION DIVISION.
	PRIMARY DUTIES AS ENGINEERING TECHNICIAN II INCLUDED PRODUCTION OF WORKING DRAWINGS FOR ENGINEERS AND FIELD PERSONNEL AND HIGH QUALITY EXHIBITS FOR BID DOCUMENTS. OTHER DUTIES INCLUDED FIELD INSPECTION AND SURVEYING. DUTIES CONTINUED ON NEXT SHEET.

I CERTIFY THAT THE INFORMATION STATED ABOVE IS TRUE AND CORRECT. I FURTHER UNDERSTAND THAT ALL INFORMATION IS SUBJECT TO VERIFICATION

Travis L. Wootton

SIGNATURE

12/16/96

DATE

## RAILROAD COMMISSION OF TEXAS

AN EQUAL OPPORTUNITY EMPLOYER

DEC 16 1996

Form P-101A

REVISED

8-1-93

## SUPPLEMENT TO EMPLOYMENT APPLICATION AND WORK RECORD

INSTRUCTIONS: PLEASE TYPE OR PRINT. USE THE APPROPRIATE SECTION BELOW TO STATE EDUCATION, TRAINING, SKILLS AND EXPERIENCE RECEIVED SINCE EMPLOYMENT. USE MORE THAN ONE FORM IF NECESSARY.

NAME TRAVIS L. WOOTTONSOCIAL SECURITY NO. [REDACTED]

IS THIS BEING COMPLETED FOR CONSIDERATION OF ANOTHER POSITION CURRENTLY AVAILABLE?  
 IF CHECKED, STATE THE LISTING NO. 612008 CLASS NO. 2174  
 POSITION TITLE INTER. GRAPHICS TECH. III LOCATION SMRD - AUSTIN  
 YOUR CURRENT PHONE NO. 305-8828 AND WORK LOCATION SMRD - 11TH FLOOR

EDUCATION	SCHOOL	NAME AND LOCATION OF SCHOOL	DATE(S) ATTENDED	COURSE OF STUDY	DID YOU GRADUATE	DEGREE OR DIPLOMA
	COLLEGE				<input type="checkbox"/> YES DATE _____	
	OTHER				<input type="checkbox"/> NO	

TRAINING	SUBJECT	NAME OF TRAINING INSTITUTION OR IN-HOUSE	DATES	BRIEFLY DESCRIBE COURSE CONTENT

SKILLS AND EXPERIENCE	BRIEFLY STATE YOUR WORKING EXPERIENCE SINCE EMPLOYMENT, GIVING SPECIFIC DATES, POSITION TITLE, DUTIES PERFORMED, ACTIVITY ASSIGNED AND SKILLS LEARNED.
	ENGINEERING TECHNICIAN II, III & IV - JUNE 1, 1992 → PRESENT (CONTINUED)
	PRIMARY DUTIES AS ENGINEERING TECHNICIAN III & IV INCLUDED THE USE OF AUTOCAD SOFTWARE TO PRODUCE
	WORKING DRAWINGS AND EXHIBITS FOR BID DOCUMENTS. OTHER DUTIES INCLUDED FIELD INSPECTION
	AND SURVEYING OF ONGOING CONSTRUCTION, ASSISTING ENGINEERS WITH EARTHWORK AND HYDROLOGY
	DESIGNS, WRITING OF BID SPECIFICATIONS, AND PROCESSING OF PAYMENTS TO CONTRACTORS. IN ADDITION
	TO DRAFTING AND DESIGN DUTIES, I SERVED AS ASSISTANT TO THE AML NETWORK MANAGER AND
	WAS RESPONSIBLE FOR AML SOFTWARE UPGRADES. IN MY SPARE TIME, I DESIGNED A TRAINING
	CURRICULUM TO TRAIN AML STAFF IN THE USE OF AUTOCAD AND OTHER SOFTWARE WHICH IS BEING
	IMPLEMENTED.

I CERTIFY THAT THE INFORMATION STATED ABOVE IS TRUE AND CORRECT I FURTHER UNDERSTAND THAT ALL INFORMATION IS SUBJECT TO VERIFICATION

Travis L. Wootton

SIGNATURE

12/16/96

DATE

Listing Number 612008

Opening Date: 12-11-1996

Starting Wage \$2,236.00 /MO

Closing Date: 00-00-0000

**STATE AGENCY  
JOB VACANCY NOTICE**

POSITION TITLE: INTER. GRAPHICS TECH. III CLASSIFICATION NUMBER: 2174

AGENCY: RAILROAD COMMISSION OF TEXAS, Surface Mining Division, Applications & Permits

ADDRESS: 1701 N. CONGRESS, AUSTIN, TX ZIP CODE: 78701

WORK LOCATION ADDRESS: 1701 N. CONGRESS

REFER TO: PERSONNEL DIVISION TELEPHONE: 512-463-6981

NUMBER OF OPENINGS: 1 DURATION: Regular X Seasonal/Summer Job \_\_\_\_\_

Temporary \_\_\_\_\_ Will Terminate \_\_\_\_\_

Part time \_\_\_\_\_ Hours/Week \_\_\_\_\_

TYPING: Yes \_\_\_\_\_  
No XX

SHORTHAND: Yes \_\_\_\_\_  
No XX

W.P.M. \_\_\_\_\_

W.P.M. \_\_\_\_\_

TEXAS DRIVER'S LIC.: Yes \_\_\_\_\_ No XX Operator \_\_\_\_\_ Commercial \_\_\_\_\_ Chauffeur \_\_\_\_\_

TRAVEL REQUIRED: Yes \_\_\_\_\_ No XX SHIFTS: 1st XX 2nd \_\_\_\_\_ 3rd \_\_\_\_\_ Rotating \_\_\_\_\_

**JOB DESCRIPTION:**

Performs advanced electronic drafting and calculation work utilizing computer aided design (CAD) software. Work will be performed under the supervision of the Assistant Division Director, Applications and Permits. Will be responsible for providing technical support to scientists and engineers in the Division's Application and Permits Section. Work will involve the organization, maintenance and archiving of electronic format permit application information. Requires the ability to work independently within established guidelines and meet scheduled deadlines. Essential tasks will include creating base map data sets for each permitted mine, prepare maps and/or illustrations for staff reports, assist technical staff in using CAD/GIS software. Applicant must be able to effectively communicate CAD concepts to Division staff and the regulated mining industry.

**MINIMUM QUALIFICATIONS (License, Education, Experience):**

Graduation from a high school or equivalent. Should have progressive experience in computer drafting. Considerable knowledge in drafting principles and procedures and engineering problem solving skills. Familiar with AutoCAD and GIS software and ability to apply innovative solutions to job assignments.

**REMARKS (Application procedure, Special requirements):**

The Railroad Commission of Texas is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or in the provision of services.

The Railroad Commission of Texas is a smoke-free workplace.

Date Form Completed 00-00-00

RA~~O~~ROAD COMMISSION OF T~~O~~AS  
SURFACE MINING AND RECLAMATION DIVISION

LENA GUERRERO, Chairman  
JAMES E. (JIM) NUGENT, Commissioner  
ROBERT KRUEGER, Commissioner



MELVIN B. HODGKISS, P.E.  
Director  
(512) 463-6900  
FAX (512) 463-6709

1701 N. CONGRESS

CAPITOL STATION — P. O. BOX 12967

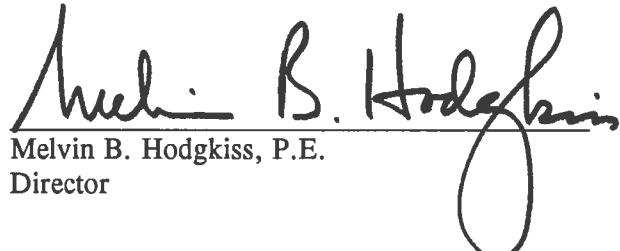
AUSTIN, TEXAS 78711-2967

May 13, 1992

DIRECTOR'S COMMENTS

This is a request to hire Travis L. Wootton to fill the Engineer Technician II vacancy created by the resignation of Sergio Covone. This position is listed as Salary Group 10, Step 01, at \$1,549.00 per month. It will be necessary for Mr. Wootton to drive a state vehicle, therefore, a motor vehicle record has been ordered.

I would like to make this action effective immediately. Please charge this to activity 6000.

  
\_\_\_\_\_  
Melvin B. Hodgkiss, P.E.  
Director

MBH/jsh

Attachments